

Chief Gil



GUAM FIRE DEPARTMENT  
AGANA, GUAM

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15-30

GENERAL ORDER:	Date of Issue:	Effective:	No.
	3/5/93	Immediately	93-01
Reference:		Recinds:	
Index As:			

SUBJECT: Personnel Identification Cards

PURPOSE: To establish a policy and guidelines for wearing the  
Guam Fire Department issued Identification Cards.

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- I. SPECIFICATIONS
- II. STANDARDS FOR WEARING
- III. RESPONSIBILITY
- IV. PENALTY FOR VIOLATION

I. SPECIFICATIONS

- A. Department issued Identification Cards shall be laminated in clear plastic containing identification information and signature of the employee, and signed by the Fire Chief. No other forms of identification shall be used when conducting official Departmental business which requires the use of Department Identification Cards.
- B. Department issued Identification Cards now in vogue is a 2" by 3½" card, white with pink letterings and lines. Employee identification information shall be typewritten in black, and both employee and Fire Chief's signatures shall be in black ink. Colored photographs showing full facial features shall be included in the block provided on the card. Clear, tint free plastic lamination shall be used to protect the card and secure its integrity.
- C. The front of the card shall contain the following information:
  - 1. "GUAM FIRE DEPARTMENT" heading
  - 2. Department Patch
  - 3. Date of Issue: Date of issue for each card made.
  - 4. I.D. No.: Guam Fire Department personnel Identification Number.
  - 5. Employee's Signature: Black ink
  - 6. Employee's Name: Full Name
  - 7. Employees Title: Title or Rank
- D. The back of the card shall contain the following information:
  - 1. Employee's date of birth
  - 2. Employee's weight
  - 3. Employee's hair color
  - 4. Employee's eye color
  - 5. Employee's blood type
  - 6. Employee's Social Security Number
  - 7. Employee's citizenship
  - 8. Fire Chief's Signature: In black ink
- E. A metal clip and plastic strap shall be provided to secure the Identification Card to the employee's attire.

## II. STANDARDS FOR WEARING

- A. When in civilian attire, the Guam Fire Department Employee Identification Card shall be worn by all members while on duty, and when conducting official departmental business or activity. Listed below are considered official departmental businesses or activities which warrants the use of the I.D. Card:
  - A. At all times when at Department Headquarters in civilian attire.
  - B. When engaged in training while in civilian attire.
  - C. While off-duty assisting at an emergency.
  - D. While participating in activities sanctioned by the Guam Fire Department.
- B. The Identification Card shall be clipped on the left collar tip, or left front pocket, with the front of the card exposed for view.
- C. When conducting personal business or transactions, the Identification Card may be used for credential purposes. At no time shall the Card be used for gaining benefits of gifts.

## III. RESPONSIBILITY

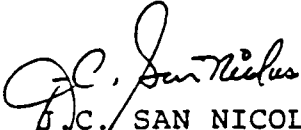
- A. It shall be the responsibility of each Department member for the care and safekeeping of their Department issued Identification Card.
- B. Supervisors shall periodically inspect the conditions of the Identification Cards of their subordinates.
- C. Members shall keep their Identification Cards readily available at all times for immediate use.
- D. Lost Identification Cards Shall be reported immediately in writing to the Fire Chief, via channels, stating full details of the lost.
- E. Requests for replacements due to poor condition may be made in writing to the Fire Chief, via channels. Old Identification Cards shall be turned in upon receipt of new ones.

IV. PENALTY FOR VIOLATION

- A. Whenever a GFD employee is found to be in violation of any of the provisions of this Order, adverse action may be taken depending on the severity of the violation and willful disobedience to order.

This Order rescinds all previous orders and directives issued concerning Fire Department Identification Cards.

For your information and compliance.

  
J.C. SAN NICOLAS  
Deputy Fire Chief